



Gymnastics NSW

2022 Sanctioned Competition & Events Handbook

POLICY NAME:	Gymnastics NSW Sanctioned Competition & Events Policy
DATE OF ISSUE:	December 2021
POLICY COVERAGE:	All Gymnastics NSW Sanctioned Competitions
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CONTROLLING BODY:	Gymnastics NSW

Gymnastics NSW encourages all regions and clubs to run appropriate events across the various Gymsports to assist with engagement and capacity building across the state. Access to regular grassroots competitions, offered at the local level which are easily accessible to athletes and their families, clubs and officials are essential to the growth and development of gymnastics across the community and the support of local clubs and their businesses. Region and local competitions form the basis of life long participation in gymnastics, and the engagement of the community through fun and inspiring events.

To assist regions and clubs in delivering successful and enjoyable events, this document will outline the responsibilities and required documentation to sanction your event.

Organisers, clubs, hosts and committees need to have an implementation plan that flows from the Gymnastics NSW COVID Safety Plan, adapted as necessary by event organisers and committees, ensuring compliance with all current regulations and requirements to ensure a safe return to sport and complete compliance with government restrictions. These guidelines are designed to ensure the safety and health of both the gymnastic and wider community. Working together we all can participate safely.

Clubs, regions and committees looking to host a competition during 2022 will also need to complete and provide a Venue Evacuation Plan, Event COVID Safety Plan information, Event Budget and Event Risk Matrix at the time of applying for sanctioning. Following the competition the completed equipment safety checklist, event reconciliation, results from the event and final judges panels are required to be submitted.

Any club, region or committee looking to host a competition or event in 2022 must complete the Event Sanctioning Application and must comply with all current government and health restrictions.

Event Definitions

- **Region Event** (Applications due 11th February 2022)
An invitational or qualifier hosted by Gymnastics NSW Region Committee. For a region sanctioned event, applications need to come through the Regional Supervisor or nominated representative. Applications for regional events will **not** be accepted through an individual club. Regions must follow the qualifying event application process outlined below.

Sanctioned qualifiers are required to be run in MAG, Team Gym, TRP and WAG.

- **Friendly Event** (Applications due 8 weeks prior to the Event)
A friendly or club invitational competition. Club events cannot be sanctioned as qualifying events.

Event Application Process

Prior to the Region requesting to sanctioning an event, Gymnastics NSW Club and Region Development Officer (CRDO) will meet with the region committee to identify the events the region plans to host within the calendar year. Please refer to the "Sanctioned Competitions Reference Document" for details on the events required to be run in each of the regions, as well as helpful calendar planning tools.

When planning for the competition the Region is required to liaise with the host club in relation to the event hosting costs, capacity limits including spectator numbers, available and required equipment meeting safety standards, any and all current government restrictions and requirements relating to the running of the event and completion of all required documentation. The Region will also liaise with the CRDO to develop the event budget and risk matrix for each of the planned events.

Once event planning is complete the Region (or club for Friendly events) should follow the procedure as outlined below.

- Sanctioning Application Form - [Available on the GNSW website](#)

Start Here, Go Anywhere!

Application forms must be submitted via the online sanctioned event application available on the Sanctioned Competition page on the Gymnastics NSW website. Contained within the submission, the following documents must be prepared and uploaded;

During Affiliation (beginning of the year)

1. Evacuation Plan for affiliated club venue (see below for non-affiliated venue)

Sanctioning Process

2. Evacuation Plan for non-affiliated club venue
3. Agree to follow GNSW Event COVID Safety Plan and complete required information (template available early 2022)
4. Event Budget to be completed with GNSW CRDO
5. Event Risk Matrix to be completed with GNSW CRDO
6. Agreement Region has a copy of the venue evacuation plan and any required venue safety briefing

To apply to host a Sanctioned event within the state of NSW, hosts MUST complete all points within the application process. Incomplete applications will be returned.

Post-Competition

7. Equipment safety checklists (completed before the commencement of the competition)
8. Event summary report / reconciliation
9. Results of the event
10. Copy of the final judges panels
11. Completion of budget

Event Approval Process

Following the submission of the event sanctioning paperwork the documentation will be reviewed for approval.

- **Qualifying Event & Region Sanctioned Event**
 - For an event to be sanctioned as a qualifier for a NSW State event, the event application **must** be conducted and completed **prior** to the published closing date for entries into that respective State event.
 - All applications will be forwarded for approval. Once finalised, clubs/regions will be notified of their approval/non-approval via email. Approved sanctioned event will be placed in the GNSW website.
 - All regional Sanctioned event applications must come through the regional supervisor or nominated representative. Applications for regional events will not be accepted by individual clubs.

ALL event sanction application forms must be returned via the official [JotForm](#).

In the event that there is a change to the approved competition (venue, date etc) the region/club is required to contact their CRDO to discuss this change and provide any addition documentation for the competition to proceed and maintain sanctioning approved status. In some instances the competition may require re-sanctioning.

Gymnastics NSW have the authority to remove sanctioning of any event if the requirements and conditions of sanctioning are not met.

Start Here, Go Anywhere!

Venue Checks

For all event approvals:

- You **must** complete the Equipment Risk Assessment on the provided template which must be completed prior to the commencement of the competition
- Venue safety briefing and emergency evacuation plan must have been received by the region and host club and this must be communicated on the day.

Judging Panels

It is the responsibility of the applying club/region to be familiar with, and adhere to, the judging requirements for event sanctioning. If panels do not meet the minimum standard following the event, GNSW reserves the right to withdraw the sanction.

Entry Forms and Entries

Competition entry forms for qualifying events and region sanctioned events will be created and posted on the GNSW website by a GNSW staff member. All entries will be received by GNSW, and forwarded As received onto the regional supervisor or nominated representative. GNSW will not invoice incomplete entries.

Late entry fees can be administered at the discretion of the regional supervisor.

Competition entry forms for club events need to be supplied with the Sanction request and will be posted on the Website. Entries will be the responsibility of the host club.

Results, Panels & Reports (After your Event)

On the IMMEDIATE MONDAY after your event, the following information MUST be sent to GNSW:

- Completed Equipment Safety Checklist (to be completed prior to the commencement of the competition)
- A list of the final judges panels for each session
 - List must include judges accreditations - if this information is not included, GNSW reserves the right to withdraw the sanction
 - Clubs hosting events risk the disqualification of scores if unqualified judges are on panels at sanctioned events
- Electronic copies of **all** results, in PDF format, ready for posting on the GNSW website
 - Please ensure that the competition name and date is visible at the top of the results page/s
- A copy of any accident or injury reports relating to the competition
- An event summary report, consisting of the Entry Summary - *templates available online and in Appendix 3.*

Final event sanctioning will be approved upon the receipt of these documents. All documents must be sent to the respective CRDO.

Southern, Outer City, South Coast Regions	Central West, Met West, Riverina Regions:	Inner City, Northern, Hunter, Far North Coast, North West Regions:
Sarah Watt - southern@gymnsw.org.au	Carlie Hill - centralwest@gymnsw.org.au	Alex Bellamy - development@gymnsw.org.au

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Appendix 2.

Entries Summary Template

Region/Club:	
Event:	
Date:	
Actual No of entries:	
Fee for each entry:	

Name of Club	No of Entries	Amount (Inc GST)	Notes
Total			